

Fluid
FIRST AID

Learner Practical Assessment Guide

HLTAID012

Provide first
aid in an education and care setting



PRACTICAL ASSESSMENT ACTIVITIES

Title (Mr, Mrs, Dr etc)	<input type="text"/>	
Name (as it appears on USI Register)	<input type="text"/>	
Contact details	phone: <input type="text"/>	
	email: <input type="text"/>	
USI number	<input type="text"/>	
Unit Name	HLTAID012 Provide first aid in an education and care setting	
Date of assessment	<input type="text"/>	
Learner Declaration Learning and Assessment.	<p>By signing below, I declare that: I can complete the physical requirements of the assessment activities. I authorise the RTO to obtain any registered USI number or discuss any issues with the USI office if required. I have been provided with access to the online learning and Assessment material</p>	
Signature of Learner	<input type="text"/>	Date <input type="text"/>

PRACTICAL ASSESSMENTS

LEARNER INSTRUCTIONS

You are to complete a series of practical assessments based on real life scenarios that you may come across in your workplace or other settings. These will be completed during the face-to-face practical workshop component of this unit. You will be required to demonstrate the application of emergency first aid skills in a simulated education and care setting.

Your assessor will use the observation checklists contained in this section of the Assessment Guide to assess your performance as satisfactory or not yet satisfactory. You may refer to the checklists during the trainer's explanation and demonstration of the activity and while practicing the task, however, to ensure the assessment simulates a real life first aid response, you will be unable to reference it while demonstrating your skills in the assessment task.

To achieve competency for the unit, you must complete all tasks satisfactorily. If you do not achieve this on the first attempt, your assessor will ensure you have the time to practice the task again and will observe you when you feel confident to undertake the assessment again.

If you have any learning or physical needs that make completing these tasks difficult, please discuss with your trainer at the beginning of class to establish any reasonable adjustments we can make to facilitate you completing the task.

However, please note we cannot adjust the need to perform CPR as outlined as follows:

- Uninterrupted CPR for at least 2 minutes on an adult manikin placed on the floor
- Uninterrupted CPR for at least 2 minutes on a child manikin placed on the floor
- Uninterrupted CPR for at least 2 minutes on a baby manikin placed on a firm surface.

ASSESSMENT TASK 1

MANAGING AN UNCONSCIOUS CASUALTY

Learner Instructions: You have been called to someone in your workplace who is unconscious on the floor but still breathing.

You are to demonstrate:

1. The initial primary assessment steps including D, R, S, A & B
2. Effective management of the unconscious breathing casualty.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The learner demonstrated the following:	Attempts S/NS	
	First	Second
DANGER - Assessed scene and identified potential dangers/hazards in a workplace situation and possible control measures.		
RESPONSE - used talk and touch method (e.g. COWS) to gain a response.		
SEND - Called 000 or delegated tasks to bystander, got help from others, sent for equipment - AED, first aid kit, PPE etc.		
AIRWAY - checked for potential blockage in mouth. No blockage found. <ul style="list-style-type: none"> ● open the mouth NO blockage found ● use chin lift and head tilt method to open airway 		
BREATHING - checked and identified evidence of normal breathing by: <ul style="list-style-type: none"> ● Assessing for signs of normal breathing for approx. 10 seconds by: <ol style="list-style-type: none"> a. looking across the chest for consistent rise and fall b. listening and feeling for air escaping from the nose and mouth c. feel for consistent rise and fall movement of the chest ● Identified that the casualty is breathing normally 		
Managed unconscious breathing casualty by: <ul style="list-style-type: none"> ● Rolling casualty on to their side using safe manual handling technique. ● Preparing the body with the closest arm across the chest, other arm out of the way, the closest knee up and pushing the body away by the knee/hip and shoulder. ● Opening airway with head tilt and face slightly toward the ground without twisting neck. ● Checking for breathing again and performing head to toe examination to look for other injuries 		

<ul style="list-style-type: none"> • Treat for shock by covering with a blanket, or suitable alternative 		
Display respectful behaviour towards the casualty		
Assessment Outcome		
The Learnersatisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

ASSESSMENT TASK 2

ADULT CPR, DEFIBRILLATION AND REVIEW OF THE INCIDENT

Learner Instructions:

You have been called to attend to someone in your workplace who is unconscious on the floor and NOT breathing.

You are to follow DRSABCD enlisting help to obtain an AED and first aid kit, while you perform uninterrupted single rescuer CPR using PPE for a minimum of 2 minutes (5 cycles of 30 compressions: 2 breaths) and respond to regurgitation during CPR.

During the rescue you must coordinate a rotation of CPR rescuers with minimal disruption to CPR you are then to apply the AED and deliver at least one shock. You must finally give a verbal report/handover to emergency services (the trainer).

Your assessor will use the Checklist below to record the outcomes of the observation..

Learner's Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
DANGER - Recognise and assess an emergency situation ensuring safety to self bystanders and casualty		
RESPONSE - used talk and touch method to elicit a response.		
SEND - Called 000 or delegated task to bystander, got help from others, sent for equipment - AED, first aid kit, PPE including resuscitation shield etc.		
AIRWAY - checked for potential blockage in mouth. No blockage found. - opening the airway using head tilt and chin lift method.		
BREATHING - checked for evidence for breathing by: <ul style="list-style-type: none"> • Assessing for signs of normal breathing for approx. 10 seconds by: <ol style="list-style-type: none"> a. looking across the chest for consistent rise and fall b. listening and feeling for air escaping from the nose and mouth • Identified that the casualty is NOT breathing normally 		
Positioning for CPR - With knees either side of their shoulder, one hand on top of the other hand or hands locked together and positioned in the centre of the chest (lower half of the sternum), leaning over the chest and locking elbows.		

Performed compressions - compressing one third chest depth at rate of 100-120 per minute with equal time for compression and relaxation, including full recoil of chest.		
<p>Performed rescue breaths by:</p> <ul style="list-style-type: none"> • Correct use of use appropriate PPE • full head tilt and chin lift • blocking nose with fingers, making a seal around mouth with lips, give normal breath out for around one second until chest rises. • turning face toward the casualty's chest momentarily to watch for the fall of chest then repeat. 		
Performed rotation of rescuers with minimal delays (countdown from 5 or 10 to 0) compressions for second rescuer to start compressions or second rescuer start compressions after your 2 rescue breaths)		
<p>Operated and applied an AED correctly by:</p> <ul style="list-style-type: none"> • turning the AED on • following audible prompts to apply electrode pads on clear bare skin where indicated while CPR is continued by another rescuer • ensuring the safety of all bystanders to cease CPR and stand clear when the AED directs a shock is required. 		
Display respectful behaviour towards the casualty		
Verbally conveyed incident details to emergency response services including times, condition of casualty and known history, first aid provided and changes in condition.		
Learner reviews CPR response.		

Assessment Outcome	
The Learnersatisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No	
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>	
Feedback to Candidate	
Assessor Name	
Assessor Signature	

ASSESSMENT TASK 3:

CHILD CPR

Learner Instructions: A child is lying lifeless on the floor.

Performing uninterrupted child CPR for a minimum of 2 minutes (5 cycles of 30 compressions: 2 breaths).

Your assessor will use the Checklist below to record the outcomes of the observation

Learner's Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Positioning for CPR - With knees either side of their shoulder, one hand on top of the other hand or hands locked together and positioned in the centre of the chest		
Performed compressions - compressing one third chest depth at rate of 100-120 per minute with equal time for compression and relaxation, including full recoil of chest.		
Performed rescue breaths by: <ul style="list-style-type: none"> • Correct use of use appropriate PPE • full head tilt and chin lift • blocking nose with fingers, making a seal around mouth with lips, give normal breath out for around one second until chest rises. • turning face toward the casualty's chest momentarily to watch for the fall of chest then repeat. 		
Displayed respectful behaviour towards casualty		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		

Assessor Name	
Assessor Signature	

ASSESSMENT TASK 4:

INFANT CPR

Learner Instructions: A parent holding a baby/infant who appears lifeless. They scream out for help.

You are to demonstrate:

Uninterrupted infant CPR for a minimum of 2 minutes (5 cycles of 30 compressions: 2 breaths).

Your assessor will use the Checklist below to record the outcomes of the observation

Learner's Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Performed compressions - Place two fingers along the lower half of the sternum, compressing $\frac{1}{3}$ chest depth at rate of 100-120 per minute at the recommended rate of 30:2		
Performed rescue breaths by <ul style="list-style-type: none"> Chin lift with NO head tilt made a seal over their mouth and nose with your lips. giving two small puffs of air and looking for chest rise turning head toward chest momentarily between puffs 		
Display respectful behaviour towards the casualty		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

ASSESSMENT TASK 5

ASTHMA

Learner Instructions: You are to demonstrate:

The first aid procedure for asthma using a manikin as the casualty.

Your assessor will check the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Seated the casualty comfortably and gave reassurance.		
Obtained asthma management plan.		
Located and prepared reliever inhaler device and spacer, including: <ul style="list-style-type: none"> ● Check inhaler cylinder for date of expiry ● Remove dust cap ● Shake inhaler and test it's working ● Insert inhaler correctly into spacer as per instructions 		
Administered medication following the 4x4 general asthma first aid plan, including: <ul style="list-style-type: none"> ● Insert spacer mouthpiece into casualty's mouth ● Administer 4x4 - 1 puff, 4 breaths, 4 times ● Give reassurance and encourage slow and deep breathing ● Monitor casualty for 4 minutes before repeating the above steps when necessary. 		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

ASSESSMENT TASK 6

ANAPHYLAXIS

Learner Instructions: You are to demonstrate the first aid procedure for an anaphylaxis emergency.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The Learner demonstrated the following	Attempts S/NS	
	First	Second
Obtained allergy management plan.		
Applied first aid procedures for allergic reaction according to management plan: <ul style="list-style-type: none"> Stay with casualty Call for help Give prescribed medication 		
Helped casualty to the ground, laid down or seated upright and removed known allergens.		
Obtained and administered adrenaline EpiPen auto-injector as follows: <ul style="list-style-type: none"> Check expiry date Form fist around pen and pull off blue safety release Hold casualty's leg still and place orange end against outer mid-thigh PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen® 		
Noted time of injection (mentally or using available resources).		
Monitor casualty condition and administer a second epi-pen if required after 5 mins		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor name		
Assessor Signature		

ASSESSMENT TASK 7

CHOKING

Learner Instructions: You are to demonstrate the first aid procedure for a full airway blockage (choking) on an adult and baby manikin.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Administered back blows on adult manikin, seated by: <ul style="list-style-type: none"> supporting and lean casualty forward and striking the back with the heel of hand between the shoulder blades. pausing to check if successful and repeating up to 5 times. 		
Administered chest thrusts on adult manikin on the floor, placing the heel of hand on centre of chest and giving up to 5 short sharp thrusts. Pausing to check if successful.		
Administered back blows on infant manikin by: <ul style="list-style-type: none"> facing down with chest against knee and supporting the head striking the back with heel of hand between the shoulder blades pausing to check if successful and repeating up to 5 times. 		
Administered chest thrusts on infant manikin against lap or firm surface, placing two fingers on centre of chest and giving up to 5 short sharp thrusts.		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

ASSESSMENT TASK 8

Minor wound cleansing and dressing

Learner Instructions: You are called to the kitchen, where someone has cut their finger slightly with a sharp knife. Blood is oozing from the wound you are to clean and dress the wound.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
<p>Applied first aid procedure for bleeding control including:</p> <ul style="list-style-type: none"> indicated using appropriate PPE (disposable gloves). looked for obvious embedded objects in wound, which there were none encouraged casualty to apply immediate direct pressure clean the wound using saline solution apply an appropriate sized band-aid or dressing checked for adequate circulation refill below the bandage advise the person what to do next 		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

ASSESSMENT TASK 9

BLEEDING & SHOCK

Learner Instructions: You are called to attend to someone who has cut their lower forearm with a sharp object. Blood is freely flowing from the wound and the person soon appears pale, cold & clammy.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
<p>Applied first aid procedure for bleeding control including:</p> <ul style="list-style-type: none"> indicated using appropriate PPE (disposable gloves). looked for obvious embedded objects in wound, which there were none encouraged casualty to apply immediate direct pressure applied a non-adhesive and a combine dressing or alternative to cover the wound. applied a crepe roller bandage over the dressing with pressure to hold the pad in place. checked for adequate circulation refill below the bandage noticed bleeding through bandage applied second bandage using a roller bandage over the wound site and twist and pull to apply great pressure check bleeding has stopped (no blood seen) check for adequate capillary refill below the bandage 		
<p>Applied first aid procedure for shock including:</p> <ul style="list-style-type: none"> kept the casualty warm with a thermal blanket, towel, jacket or similar available resources. called for an ambulance. 		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

ASSESSMENT TASK 10

Nose bleed

Learner Instructions: You are called to attend to someone who is bleeding from the nose. Blood is freely flowing from the nose.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Applied first aid procedure for a nose bleed including: <ul style="list-style-type: none"> indicated using appropriate PPE (disposable gloves). ask casualty to lean forward and gentle squeeze the nose wrap ice pack and place at the back of the neck 		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

ASSESSMENT TASK 11

FRACTURES, DISLOCATIONS, SPRAINS & STRAINS

Learner Instructions: You are called to attend to someone who has a swelling painful shoulder, a painful swollen wrist and a suspected fractured ankle.

You are to demonstrate the first aid procedure for a potential dislocation, fracture and sprain injury.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The learner demonstrated the following	Attempts S/NS	
	First	Second
Dislocation Supported casualty and called 000		
Fracture Supported the suspected fractured with available padded material or clothing. Check for any associated bleeding wounds to manage. Called 000		
Sprains and Strains Applied R.I.C.E.R technique to the sprained wrist including: <ul style="list-style-type: none"> • Applied ice or cold compress for a maximum of 20 minutes. • Applied a compression bandage firmly over the injury to provide compression and support. • Elevated injury • Checked for adequate capillary refill below the bandage 		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor name		
Assessor Signature		

ASSESSMENT TASK 12

PRESSURE IMMOBILISATION TECHNIQUE (ENVENOMATION)

Learner Instructions: You are called to attend to someone who suspects they have been bitten by a snake.

You are to demonstrate the first aid procedure for snake envenomation using the Pressure Immobilisation Technique.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The learner demonstrated the following:	Attempts S/NS	
	First	Second
Laid casualty down and advised to remain still.		
Applied compression bandage firmly up the entire limb starting from the fingers or toes.		
Immobilised the bitten limb against a splint or in a sling.		
Checked for adequate capillary refill below the bandage.		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

ASSESSMENT TASK 13

Scenario

Learner Instructions: You are to demonstrate the first aid procedure for first aid, from a randomly picked scenario supplied by your trainer.

Your assessor will use the Checklist below to record the outcomes of the observation.

Learner's Name:		
Observation Checklist		
The learner demonstrated the following:	Attempts S/NS	
	First	Second
DANGER - Recognise and assess an emergency situation ensuring safety to self bystanders and casualty		
RESPONSE - used talk and gained consent.		
SEND - Called 000 or delegated task to bystander, got help from others, sent for equipment - AED, first aid kit, PPE including resuscitation shield gloves etc.		
Provided the appropriate first aid treatment for the scenario supplied by the trainer. <ul style="list-style-type: none"> ● identifying the casualty's illness or injury through history, signs and symptoms ● using personal protective equipment (PPE) as required ● providing appropriate first aid treatment ● conveying incident details to emergency services or advising casualty on any required post incident action ● providing an accurate verbal and written report of the incident ● reviewing the incident 		
Assessment Outcome		
The learner satisfactorily demonstrated all tasks: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Outcome for this Assessment Activity is: Not Yet Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/>		
Feedback to Candidate		
Assessor Name		
Assessor Signature		

Record of Assessment Outcome

Use this form to record the outcome of all assessments activities for each learner to provide evidence of how you have reached a competency decision.

Candidate Name	
Unit	HLTAID012 Provide First Aid in an Education and care setting
Qualification	N/A
Assessor	

The candidate has satisfactorily completed:	Satisfactory	Not Yet Satisfactory
Online Theory Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Practical Assessment Tasks	<input type="checkbox"/>	<input type="checkbox"/>
Overall, the candidate was assessed as: Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>		
The following gaps have been identified as requiring further training and skills development prior to re-assessment:		
Feedback to candidate:		
The candidate has been provided with feedback and informed of the assessment result and the reasons for the decision.		
Signature of Assessor:		Date
Signature of Learner:		Date